

IAC 11—100.4(8A) Use and scheduling of capitol complex facilities. 100.4(1) Scheduling conference rooms. Conference rooms, auditoriums and common areas within the capitol complex are for use by state agencies, boards and commissions for authorized purposes only. Arrangements may be made by contacting the agency responsible for scheduling the facility. The department of administrative services is responsible for scheduling all common areas not under control of other agencies. Questions about usage shall be resolved by the director of the responsible agency. General questions about scheduling may be directed to the department's customer service center at (515)242-5120. <https://www.legis.iowa.gov/docs/iac/rule/12-19-2018.11.100.4.pdf>

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BUILDING	CONFERENCE ROOM	DEPARTMENT/ AGENCY	CONTACT NAME	CONTACT PHONE #	CAPACITY ROOM SET UP	POLYCOM	CONF RM. PHONE #	WI-FI	PROJECTOR	COMPUTER	TV/ Monitor	WHITE BOARD	FOOD/ DRINK ALLOWED	NOTES
CAPITOL	Ground Fl. Rm. G15	House of Representatives	Jason Chapman Meghan Nelson	281-4280 281-5383	49	No	phone jack available	Yes	No	No	No	No	Yes	Reservation subject to cancellation when Legislature requires the use of the room. Polycom phone, projector and screen available upon request at time of reservation.
CAPITOL	Ground Fl. Rm. G19	House of Representatives	Jason Chapman Meghan Nelson	281-4280 281-5383	49	No	phone jack available	Yes	No	Yes	Yes	No	Yes	Reservation subject to cancellation when Legislature requires the use of the room. Polycom phone, projector and screen available upon request at time of reservation.
CAPITOL	1st Fl. Rm. 116	Senate	Caroline Warmuth	281-5307	75	No	phone jack available	Yes	No	No	No	No	Yes	Monday - Thursday: Senate use only. Reservation subject to cancellation when Legislature requires the use of the room. Polycom phone available upon request at time of reservation.
CAPITOL	1st Fl. Rm. 103	House of Representatives	Jason Chapman Meghan Nelson	281-4280 281-5383	90	No	phone jack available	Yes	No	No	No	No	Yes	Reservation subject to cancellation when Legislature requires the use of the room. Polycom phone, projector and screen available upon request at time of reservation.
CAPITOL	1st Fl. Rm. 102	House of Representatives	Jason Chapman Meghan Nelson	281-4280 281-5383	70	No	phone jack available	Yes	No	Yes	Yes	No	Yes	Reservation subject to cancellation when Legislature requires the use of the room. Polycom phone, projector and screen available upon request at time of reservation.
CAPITOL	2nd Fl. Rm. 222	Senate	Caroline Warmuth	281-5307	75	No	phone jack available	Yes	No	No	No	No	No	Monday - Thursday: Senate use only. Reservation subject to cancellation when Legislature requires the rooms. Polycom phone available upon request at time of reservation.
CAPITOL	2nd Fl. Rm. 224	Senate	Caroline Warmuth	281-5307	30	No	phone jack available	Yes	No	No	No	No	No	Monday - Thursday: Senate use only. Reservation subject to cancellation when Legislature requires the use of the room. Polycom phone available upon request at time of reservation.
CAPITOL	3rd Fl. Rm. 304	House of Representatives	Jason Chapman Meghan Nelson	281-4280 281-5383	49	No	phone jack available	Yes	No	Yes	Yes	No	Yes	Reservation subject to cancellation when Legislature requires the use of the room. Polycom phone, projector and screen available upon request at time of reservation.
CAPITOL	3rd Fl. Rm. 305	House of Representatives	Jason Chapman Meghan Nelson	281-4280 281-5383	49	No	phone jack available	Yes	No	No	No	No	Yes	Reservation subject to cancellation when Legislature requires the use of the room. Polycom phone, projector and screen available upon request at time of reservation.
GRIMES	Basement Rm. 100	Department of Education	Sandra Harris	281-5293	~ 60			Yes			Yes	No	Yes	As of January 2022, the conference room is under going updates. Email request for use of the room to: idoe.conference@iowa.gov Reservations no more than 3 months prior to event
GRIMES	Basement Rm. 50	Department of Education	Sandra Harris	281-5293	~ 30			Yes			Yes	No	Yes	As of January 2022, the conference room is under going updates. Email request for use of the room to: idoe.conference@iowa.gov Reservations no more than 3 months prior to event
GRIMES	1st Fl. NE Corner	ICN	Lori Larsen	725-4713	25	Yes	upon request	Yes	Yes	Yes	No	Yes	Yes	As of January 2022, the conference room is under going updates.
GRIMES	2nd Fl. ICN Room	Department of Education	Sandra Harris	281-5293	~ 45			Yes			No	Yes	Yes	As of January 2022, the conference room is under going updates. Email request for use of the room to: idoe.conference@iowa.gov Reservations no more than 3 months prior to event
GRIMES	2nd Fl. State Board Rm.	Department of Education	Sandra Harris	281-5293	~35			Yes			No	No	Yes	As of January 2022, the conference room is under going updates. Email request for use of the room to: idoe.conference@iowa.gov Reservations no more than 3 months prior to event
HOOVER	A-Level 7 conference rooms	Department of Revenue	Hollie Welch	281-3204										As of January 2022, the conference room is under going updates. Email request for use of the room to: hollie.welch@iowa.gov
HOOVER	A-Level Rm.4	Department of Administrative Services	Susan Churchill Becky Coffin	281-3351 281-5889	8 boardroom	Yes	281-3697	Yes	Yes	No	Yes	No	Yes	For use by Department of Administrative Services Enterprises only
HOOVER	A-Level Rm. 5	Department of Administrative Services	Mary DeVries Danielle Potter Susan Churchill	281-5456 515-401-9542 281-3351	50 classroom	Yes	725-0301	Yes	No	No	Yes	No	Yes	Wi-Fi and Conf. Phone available upon request at time of reservation. Outside agencies cannot reserve more than month in advance. Rms. 5 & 6 can be opened for one large room
HOOVER	A-Level Rm. 6	Department of Administrative Services	Mary DeVries Danielle Potter Susan Churchill	281-5456 515-401-9542 281-3351	50 classroom	Yes	725-7970	Yes	No	No	Yes	No	Yes	Wi-Fi and Conf. Phone available upon request at time of reservation. Outside agencies cannot reserve more than month in advance. Rms. 5 & 6 can be opened for one large room
HOOVER	A-Level Rm. 7	Department of Administrative Services	Susan Churchill	281-3351	20	Yes	281-0970	Yes	Yes	No	Yes	No	Yes	Email request for use of the room to: susan.churchill@iowa.gov
HOOVER	1st Fl. Rm. 104A	Department of Revenue	Hollie Welch	281-3204	16 classroom				Yes					As of January 2022, the conference room is under going updates. Email request for use of the room to: hollie.welch@iowa.gov Room guidelines will be provided prior to use Meeting attendees without IDR badge access will require an escort 104A & 104B can be opened for one large room - technology is independent in each room
HOOVER	1st Fl. Rm. 104B	Department of Revenue	Hollie Welch	281-3204	16 boardroom				Yes					As of January 2022, the conference room is under going updates. Email request for use of the room to: hollie.welch@iowa.gov Room guidelines will be provided prior to use Meeting attendees without IDR badge access will require an escort 104A & 104B can be opened for one large room - technology is independent in each room
HOOVER	1st Fl. 1NW Network Training	Department of Human Services	Brittany Tiffey Courtney Bushell	281-5455 281-6085	27	No	NA	Yes	Yes	Yes	No	Yes	No	For use by Department of Human Services only

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HOOVER	1st Fl. 1 SE Side 1	Department of Human Services	Brittany Tiffey Courtney Bushell	281-5455 281-6085	15	Yes	281-0263	Yes	Yes	No	No	Yes	Yes	
HOOVER	1st Fl. 1 SE Side 2	Department of Human Services	Brittany Tiffey Courtney Bushell	281-5455 281-6085	15	Yes	281-6375	Yes	Yes	No	No	Yes	Yes	
HOOVER	1st Fl. 1 SW Side 1	Department of Human Services	Brittany Tiffey Courtney Bushell	281-5455 281-6085	10	Yes	281-6095	Yes	No	No	No	Yes	Yes	
HOOVER	1st Fl. 1 SW Side 2	Department of Human Services	Brittany Tiffey Courtney Bushell	281-5455 281-6085	10	Yes	281-6095	Yes	Yes	No	No	Yes	Yes	
HOOVER	2nd Fl. – O'Connor Rm.	Attorney General	Lisa Wittmus	281-5166	20	Yes	281-4767	No	No	No	Yes	Yes	Yes	7 day advance reservation required
HOOVER	5th Fl. 5 NE Side 1	Department of Human Services	Brittany Tiffey Courtney Bushell	281-5455 281-6085	15	Yes	281-6717	Yes	Yes	No	No	Yes	Yes	
HOOVER	5th Fl. 5 NE Side 2	Department of Human Services	Brittany Tiffey Courtney Bushell	281-5455 281-6085	15	Yes	281-3261	Yes	Yes	No	No	Yes	Yes	
HOOVER	5th Fl. 5 SW	Department of Human Services	Brittany Tiffey Courtney Bushell	281-5455 281-6085	15	Yes	281-8112	Yes	Yes	No	No	Yes	Yes	
HOOVER	4th Fl. Rm. 429	Department of Revenue	Hollie Welch	281-3204	8 boardroom				Yes					As of January 2022, the conference room is under going updates. Email request for use of the room to: hollie.welch@iowa.gov Room guidelines will be provided prior to use Meeting attendees without IDR badge access will require an escort 429 & 430 can be opened for one large room - technology is independent in each room
HOOVER	4th Fl. Rm. 430	Department of Revenue	Hollie Welch	281-3204	8 boardroom				Yes					As of January 2022, the conference room is under going updates. Email request for use of the room to: hollie.welch@iowa.gov Room guidelines will be provided prior to use Meeting attendees without IDR badge access will require an escort 429 & 430 can be opened for one large room - technology is independent in each room
IUB/OCA	Rm. 1	Iowa Utilities Board	IUB HR Information	725-7313	20	Yes	upon request	Yes	Yes	No	No	Yes	Yes	e-mail request to iub.hr@iub.iowa.gov Room guidelines will be provided prior to use. Rms.1 & 2 can be opened for one large room. Reservation subject to cancellation when IUB requires the use of the room.
IUB/OCA	Rm. 2	Iowa Utilities Board	IUB HR Information	725-7313	20	Yes	upon request	Yes	Yes	No	No	Yes	Yes	e-mail request to iub.hr@iub.iowa.gov Room guidelines will be provided prior to use. Rms.1 & 2 can be opened for one large room. Reservation subject to cancellation when IUB requires the use of the room.
JESSIE PARKER	Grant Rm.	Iowa Vocational Rehabilitation Services	Anne Grobel	281-4211	75-100	Yes	281-4151	Yes	No	No	No	Yes	Yes	Lists of attendees should be emailed to anne.grobel@iowa.gov before arriving Screen is portable. Wi-Fi may be unreliable. Obtain Wi-Fi passcode from receptionist when arriving. Requester is responsible for room setup and equipment. IUBS does not provide equipment. Deskphone in the room.
JESSIE PARKER	Rm. 129	Department of Corrections	Abby Williams	725-5701	25	No	NA	Yes	Yes	No	No	Yes	Yes	Email request for use of the room to: abigail.williams@iowa.gov Room may be reserved no more than 30 days in advance bring markers for white board
JESSIE PARKER	Rm. 130	Department of Corrections	Abby Williams	725-5701	25	Yes	725-5782	Yes	Yes	No	No	Yes	Yes	Email request for use of the room to: abigail.williams@iowa.gov Room may be reserved no more than 30 days in advance bring markers for white board
JESSIE PARKER	PERB	Public Employment Relations Board	Leisa Luttrell	281-4414	10	Yes	725-7621	Yes	No	No	No	No	Yes	Email request for use of the room to: leisa.luttrell@iowa.gov. The PERB Law library may be reserved no more than 30 days in advance. Reservations are subject to cancellation when PERB requires the use of the room. No long distance calls.
JUDICIAL	Rm. 116	Judicial	Tina Schweitzer	348-4880	14	Yes	upon request	Yes	Yes	No	No	No	Yes	Email request for use of the room to: tina.schweitzer@iowacourts.gov Rms. may be reserved no more than 30 days in advance Reservation subject to cancellation when Judicial offices require the use of the room.
JUDICIAL	Rm. 165	Judicial	Tina Schweitzer	348-4880	25	Yes	upon request	Yes	Yes	No	No	No	Yes	Email request for use of the room to: tina.schweitzer@iowacourts.gov Rms. may be reserved no more than 30 days in advance Reservation subject to cancellation when Judicial offices require the use of the room.
JUDICIAL	Auditorium	Judicial	Tina Schweitzer	348-4880	49	No	upon request	Yes	Yes	No	No	No	No	Email request for use of the room to: tina.schweitzer@iowacourts.gov Rms. may be reserved no more than 30 days in advance Reservation subject to cancellation when Judicial offices require the use of the room.
LUCAS	4th Fl. Rm. 424	State Public Defender	Elisabeth Huston	242-6158	12	No	no phone #	Yes	Yes	No	Yes	Yes	Yes	Email request for use of the room to: ehuston@spd.state.ia.us Reservations are subject to cancellation when SPD requires the use of the room. Please bring own markers for white board use.
LUCAS	2nd Fl. Rm. 208	Department of Human Rights	Julie Rinker	281-3164	10	Yes	281-4563	Yes	Yes	No	No	Yes	Yes	Room is locked. Access key is held at the reception desk

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LUCAS	2nd Fl. Rm. 201	State Auditor's Office	Dana Davis	281-5834	25	No	725-2058	No	No	No	No	Yes	Yes	Room may be reserved no more than 30 days in advance Room is locked. Access key is held at the reception desk
LUCAS	2nd Fl. Rm. 204	State Auditor's Office	Dana Davis	281-5834	10	No	004-5463	No	No	No	No	Yes	Yes	Room may be reserved no more than 30 days in advance Room is locked. Access key is held at the reception desk
LUCAS	3rd Fl. Rm. 311	Department of Inspections and Appeals	Michelle Kieffer	281-7291	12	Yes	281-6347	Yes	Yes	Yes	No	No	Yes	For use by Department of Inspections and Appeals only
LUCAS	3rd Fl. Rm. 319	Department of Inspections and Appeals	Michelle Kieffer	281-7291	25	Yes	281-4666	Yes	Yes	Yes	No	No	Yes	Rms. 319 & 320 can be opened for one large room 30 day advance reservation required for non- DIA agencies
LUCAS	3rd Fl. Rm. 320	Department of Inspections and Appeals	Michelle Kieffer	281-7291	20	Yes	281-3308	Yes	Yes	Yes	No	No	Yes	Rms. 319 & 320 can be opened for one large room 30 day advance reservation required for non- DIA agencies
LUCAS	4th Fl. Rm. 415	Department of Public Health	Receptionist	281-7689	25	Yes	281-5254	No	Yes	No	No	No	Yes	
LUCAS	4th Fl. Rm. 418	Department of Public Health	Receptionist	281-7689	20	Yes	281-0100	No	Yes	No	No	No	Yes	
LUCAS	4th Fl. Rm. 422	Department of Inspections and Appeals	Michelle Kieffer	281-7291	12	Yes	281-5156	Yes	Yes	Yes	No	No	Yes	30 day advance reservation required
LUCAS	5th Fl. Rm. 517	Department of Public Health	Receptionist	281-7689	25	Yes	242-5010	No	Yes	No	No	No	Yes	
LUCAS	5th Fl. Rm. 518	Department of Public Health	Receptionist	281-7689	25	Yes	281-7729	No	Yes	No	No	No	Yes	
LUCAS	5th Fl. Rm. 513	Department of Public Health	Receptionist	281-7689	12	Yes	281-7128	No	Yes	No	No	No	Yes	
LUCAS	5th Fl. Rm. 524	Department of Public Health	Receptionist	281-7689	6	Yes	281-7181	No	Yes	No	No	No	Yes	
LUCAS	5th Fl. Rm. 523	Department of Public Health	Receptionist	281-7689	12	Yes	281-7200	No	Yes	No	No	No	Yes	
OLA BABCOCK MILLER	3rd Fl. Rm. 310	State Library	Linda Choate	281-8947	30-50	No	no phone #	Yes	Yes	Yes	Yes	Yes	Yes	Reservations under 10 people will be denied
OLA BABCOCK MILLER	3rd Fl. Rm. 300	Legislative Services	Eileen Gerken	281-6766	30	Yes	281-6135	Yes	No	No	No	Yes	Yes	
ORAN PAPE BUILDING	1st Fl. Rm. 125	Department of Public Safety	Naomi McDanel	725-6004	30 16 @ table	Yes	725-6897	No	No	No	No	Yes	Yes	Email request for use of the room to: mcdanel@dps.state.ia.us
STATE HISTORICAL	Auditorium	Department of Cultural Affairs	Meg Witt	281-8823	245	No	N/A	No	Yes	No	No	No	No	State agencies and 501(c)(3) organizations receive a 20% discount on rental fees
STATE HISTORICAL	Rm. 3W-A	Department of Cultural Affairs	Meg Witt	281-8823	20	Yes	N/A	Yes	No	No	No	Yes	Yes	State agencies and 501(c)(3) organizations receive a 20% discount on rental fees Rms. 3 W-A and 3W-B can be opened for one large
STATE HISTORICAL	Rm. 3W-B	Department of Cultural Affairs	Meg Witt	281-8823	40	Yes	N/A	Yes	No	No	No	Yes	Yes	State agencies and 501(c)(3) organizations receive a 20% discount on rental fees Conference phone can be requested with room reservation
STATE HISTORICAL	Tone Boardroom	Department of Cultural Affairs	Meg Witt	281-8823	12	Yes	N/A	Yes	No	No	Yes	No	Yes	For use by Iowa Department of Cultural Affairs only
STATE HISTORICAL	Executive Conference Room	Department of Cultural Affairs	Meg Witt	281-8823	15	Yes	N/A	Yes	No	No	Yes	No	Yes	For use by Iowa Department of Cultural Affairs only

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STATE LABRATORIES	Rm. 207	Department of Criminal Investigation	Nicole Schwalbach	515-559-7096 515-725-1500	30	No	725-1634	Yes	Yes	No	No	No	Yes	Rms. 207, 208, & 209 can be opened for one large room. Maximum seating capacity with tables is 75. Email request for use of the room to: schwalba@dps.state.ia.us
STATE LABRATORIES	Rm. 208	Department of Criminal Investigation	Nicole Schwalbach	515-559-7096 515-725-1500	30	No	no phone	Yes	Yes	No	No	No	Yes	Rms. 207, 208, & 209 can be opened for one large room. Maximum seating capacity with tables is 75. Email request for use of the room to: schwalba@dps.state.ia.us
STATE LABRATORIES	Rm. 209	Department of Criminal Investigation	Nicole Schwalbach	515-559-7096 515-725-1500	30	No	no phone	Yes	Yes	No	No	No	Yes	Rms. 207, 208, & 209 can be opened for one large room. Maximum seating capacity with tables is 75. Email request for use of the room to: schwalba@dps.state.ia.us
STATE LABRATORIES	Training Lab	Department of Criminal Investigation	Nicole Schwalbach	515-559-7096 515-725-1500	20	No	no phone	Yes	No	No	No	No	Yes	Email request for use of the room to: schwalba@dps.state.ia.us
WALLACE	Auditorium	Department of Administrative Services	Suzy Trotter	281-7259	283	No	N/A	No	No	No	No	No	No	Requests for the room can be submitted on line at: https://das.iowa.gov/gse/wallace-auditorium-reservation-form
WALLACE	1st Fl.	Dept. of Ag. and Land Stewardship	Receptionist	281-5321	30	No	N/A	Yes	Yes	No	No	Yes	Yes	30 day advance reservation required
WALLACE	2nd Fl.	Dept. of Ag. and Land Stewardship	Receptionist	281-5321	30	No	N/A	Yes	Yes	No	No	Yes	Yes	30 day advance reservation required
WALLACE	4th Fl. East	Department of Natural Resources	Alicia Plathe	725-8263	25	Yes	Yes	Yes	Yes	Yes	No	No	Yes	Meeting attendees without Wallace Bldg. badge access will require a guest badge or escort Rms. West & East can be opened for one large room 1 day advance reservation required
WALLACE	4th Fl. West	Department of Natural Resources	Alicia Plathe	725-8263	25	Yes	Yes	Yes	Yes	Yes	No	No	Yes	Meeting attendees without Wallace Bldg. badge access will require a guest badge or escort Rms. 4 West & 4 East can be opened for one large room
WALLACE	5th Fl. East	Department of Natural Resources	Alicia Plathe	725-8263	25	Yes	Yes	Yes	Yes	Yes	No	No	Yes	Meeting attendees without Wallace Bldg. badge access will require a guest badge or escort Rms. 4 West & 4 East can be opened for one large room
WALLACE	5th Fl. West	Department of Natural Resources	Alicia Plathe	725-8263	25	Yes	Yes	Yes	Yes	Yes	No	No	Yes	Meeting attendees without Wallace Bldg. badge access will require a guest badge or escort Rms. 5 West & 5 East can be opened for one large room
WORKFORCE DEVELOPMENT	1st Fl. Capitol View	Iowa Workforce Development	Michael Littlejohn Sharon Olson	515-499-5371 725-3859	30	Yes	281-6339	Yes	Yes	No	No	No	Yes	Advanced reservation required Wi-Fi requires IWD permission
WORKFORCE DEVELOPMENT	1st Fl. State Board Rm.	Iowa Workforce Development	Michael Littlejohn Sharon Olson	515-499-5371 725-3859	40	Yes	281-7763	Yes	Yes	No	No	Yes	Yes	Advanced reservation required Wi-Fi requires IWD permission

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Email updates to
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